



## INSTRUCTIONS FOR COMPLETING PEPP ENROLLMENT FORM

**General instructions: Please type or print clearly.** Complete all fields that are applicable to your business. Only the Owner of the Bank Account or an Authorized Company Official may request payments via ACH. Only one bank account per Taxpayer Identification Number is permitted (government entities excluded). If you have any questions about filling out the form, direct them to the Commonwealth of PA, Vendor Data Management Unit at 717-346-2676 or 877-435-7363 (toll-free). Submit this form to PEMA with the DAP-1 and DAP-2. **No funds can be released until all three completed forms are received and approved.**

**Please inform your financial institution that you will be having ACH transactions posted to the above account.**

Recipient Information	Instructions
SAP Vendor Number/EIN	Enter SAP Vendor Number and the employer identification number registered with the Internal Revenue Service (IRS).
County	Enter the County in which you are located.
Name	Enter the legal name as registered with the IRS.
Address, City, State, Zip + 4	Enter the street address or post office box, city, state and zip code of the location that payment information should be sent to.
Name of person filling out form	Enter the person's name to contact with any questions relating to the form.
Title	Enter the title of the person completing the form.
Telephone Number/ Email address	Enter the telephone number including area code & extension and email address of the person completing the form.
Financial Institution Information	Instructions
Bank Name	Enter name of the financial institution (bank, credit union, savings & loan, etc.).
Bank Address, City, State, Zip + 4	Enter the street address or post office box, city, state and zip code of the location that payment will be deposited.
ACH Coordinator Name/Title/ Telephone number & Email address	Enter the name of your financial institution's ACH coordinator and title, telephone number and email address.
Account Type	Indicate account type. Account must be designated as either checking or savings.
Routing Number	The routing number is the nine (9) digit Bank Identification Number located at the bottom of your check. If you are unsure, contact your financial institution.
Account Number	List the account number into which funds will be transferred. If you are unsure, contact your financial institution.
Signature of Authorized Official & Title	Signature and title of authorized individual whose name and signature is on record at the financial institution and is authorized to approve banking transactions.



**PEPP ENROLLMENT FORM CHECKLIST - Please complete below checklist before submitting the form.**

CHECK HERE <input type="checkbox"/>	<p><b>RECIPIENT INFORMATION COMPLETED (REQUIRED):</b></p> <ul style="list-style-type: none"> <li>• SAP VENDOR NUMBER AND EMPLOYER IDENTIFICATION NUMBER LISTED (LIST BOTH)</li> <li>• LEGAL NAME, ADDRESS COMPLETED</li> <li>• NAME OF PERSON COMPLETING THE FORM &amp; TITLE and PHONE NUMBER and EMAIL ADDRESS</li> </ul>
CHECK HERE <input type="checkbox"/>	<p><b>FINANCIAL INSTITUTION INFORMATION COMPLETED (REQUIRED):</b></p> <ul style="list-style-type: none"> <li>• BANK NAME and BANK ADDRESS LISTED (STREET/PO BOX ADDRESS, CITY STATE, &amp; ZIP) and BANK PHONE NUMBER</li> <li>• ACH COORDINATOR NAME/TITLE and ACH COORDINATOR EMAIL ADDRESS</li> <li>• ACCOUNT TYPE ( CHECKING <u>OR</u> SAVINGS)</li> <li>• CHANGE BOX COMPLETED <u>IF</u> THERE IS A CHANGE TO THE BANK ACCOUNT</li> </ul>
ATTACHED <input type="checkbox"/>	<p><b>LETTER FROM THE BANK CONFIRMING ACCOUNT HOLDER, ROUTING NUMBER AND ACCOUNT NUMBER (REQUIRED) OR A VOIDED CHECK (STARTER CHECK IS <u>NOT</u> ACCEPTABLE)</b></p>
CHECK HERE <input type="checkbox"/>	<p><b>AUTHORIZED SIGNATURE/TITLE/PRINTED NAME/DATE/PHONE NUMBER/&amp; EMAIL ADDRESS COMPLETED (REQUIRED)</b></p>

### PRIVACY ACT STATEMENT

The preceding information is provided to comply with the Privacy Act of 1974. The information collected on this form will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent receipt of payment through the Automated Clearing House Payment System.